



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

IN REPLY REFER TO
BUMEDINST 5355.7
BUMED-M09B15

JUL 22 2015

BUMED INSTRUCTION 5355.7

From: Chief, Bureau of Medicine and Surgery

Subj: BUREAU OF MEDICINE AND SURGERY HEADQUARTERS URINALYSIS DRUG TESTING

Ref: (a) OPNAVINST 5350.4D
(b) BUMEDINST 5350.4

1. Purpose. To assign responsibility and provide guidance for the execution of drug testing procedures for military personnel of the Bureau of Medicine and Surgery (BUMED) Headquarters (HQ) and BUMED detachments.

2. Background

a. Reference (a) requires all Navy commands to conduct an aggressive Urinalysis Drug Testing Program. The minimum monthly testing requirement is 15 percent of assigned personnel tested. BUMED HQs goal is to test 15 percent every month. Frequent testing of smaller groups will result in a more efficient detection program and therefore increase deterrence.

b. The Urinalysis Program Coordinator (UPC) will be responsible for executing the program within BUMED HQ and BUMED HQ detachments, as outlined in references (a) and (b).

3. Policy. The Urinalysis program is an integral component of BUMEDs HQ substance abuse prevention and control program with a goal to be free from the damaging effects of drug and alcohol abuse. The BUMED HQ detachments are to conduct urinalysis with supporting commands. This documentation should be managed and available within the UPC binder.

4. Procedures. Military members of BUMED HQ will be placed in a database and provide a sample within 72 hours of checking onboard using the latest version of the Navy Drug Screening Program (NDSP) per reference (a). The NDSP will be used to randomly select members for monthly urinalysis testing.

5. Responsibilities

a. UPC (E-7 or above) and an Assistant UPC (E-5/6) will be appointed in writing by the Chief of Staff.

b. The UPC is responsible for administering the command urinalysis program for BUMED HQ and BUMED HQ detachments and will:

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- (1) Carry out the procedures outlined in references (a) and (b).
- (2) Select a monthly testing parameter of 15 percent in the NDSP software.
- (3) Assign a minimum of two observers (one male and one female) E-5 or above if the Assistant UPC's are not available.
- (4) Review Navy Drug Laboratory messages and report test results to the Chief of Staff via the Alcohol and Drug Control Officer. Positive urinalysis tests will be immediately brought to the attention of the Chief of Staff.
- (5) Ensure compliance with references (a) and (b).
- (6) Update the NDSP Urinalysis Database, using the most updated Alpha Roster provided from the Admin Department. Additionally, new check-ins will be entered into NDSP and check-outs will be taken out of NDSP as applicable.

c. Observers will:

- (1) Be utilized whenever there are more than two individuals providing urine samples.
- (2) Read, initial, and sign BUMED 5355/1, Urinalysis Observer Briefing Sheet prior to executing observer duties.

d. Personnel selected for testing will:

- (1) Report after notification to testing area.
 - (2) Stay in testing area until a sample is provided.
 - (3) Not be excused from drug testing unless BUMED HQ UPC or Assistant UPC is notified of the member's pre-approved leave, special liberty, temporary additional duty, or telework. Any personnel who fail to report promptly to the testing area or provide a sample before 1100 will be reported to the Chief of Staff and could face administrative or disciplinary consequences for non-compliance.
6. Records. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV M-5210.1 of January 2012.

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7. Form. BUMED 5355/1 (07-2015), Urinalysis Observer Briefing Sheet, is available at:
<http://www.med.navy.mil/directives/Pages/BUMEDForms.aspx>



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<http://www.med.navy.mil/directives/Pages/BUMEDHQInstructions.aspx>